



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20060092 **OPEN:** 04/27/06 **CLOSE:** 06/01/06

THIS IS A PERMANENT POSITION.

Individuals wishing to apply to the VSEE, or Temporary position see vacancy announcement E20060093-Rotator.

POSITION VACANT: Mathematician (Assistant Program Director), AD-1520-2. Annual salary ranges from \$54,272 to \$100,554.

PROMOTION POTENTIAL: Mathematician (Assistant Program Director), AD-1520-2

LOCATION: Directorate of Mathematical and Physical Sciences, Division of Mathematical Sciences, Arlington, VA.

RELOCATION: Expenses will not be paid.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

This position is located in the Directorate for Mathematical and Physical Sciences (MPS), Division of Mathematical Sciences (DMS). The incumbent will work with the Division Director, Executive Officer and Program Directors to assist with various technical and administrative tasks. A basic knowledge of the Mathematical Sciences is essential and a working knowledge of other sciences is important. Assignments include; writing reports, data analysis, liaison with other NSF programs and other government agencies, and exchanging information with the Mathematical Sciences research community. The Division of Mathematical Sciences has 25 program directors and 8 program assistants and handles 2,400 proposal actions annually.

The incumbent for this position will be responsible for the following:

- Works with the Division Director and Executive Officer to develop scientific or administrative data that can be used in preparing analytical and interpretive reports and guides to future initiatives and decision making.
- Helps tabulate, organize and analyze data for program annual reports. Assists with the preparation of program "nuggets".
- Handles or re-directs questions from the scientific community concerning operations of sub-programs or of specific solicitations.
- Works closely with the support staff in entering and collecting data relevant to the management of program activities. Works with Program Directors to expand the reviewer base and to perform library research to help Program Directors identify less obvious conflicts of interest.

QUALIFICATIONS REQUIRED:

Candidates must possess a Ph.D. in the field of mathematics, statistics or related field; OR a master's degree in mathematics, statistics or related field, plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position, OR must possess equivalent experience. An advanced degree in mathematics or a related discipline is highly desirable. A broad-based training in other scientific disciplines is also desirable.

QUALITY RANKING FACTORS:

1. Ability to program in a high level language such as C/C++, Java or Matlab is important.
2. Evidence of the ability to use databases, to perform complex search queries and to perform high-level formatting of mathematical text suitable for production-quality documents.
3. The ability to write clearly on matters of scientific, technical and administrative nature is essential.
4. The ability to perform basic computational and information technology functions is essential as is the ability to work in both a Windows and UNIX environment.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment (OF-612)*, the older *Application for Federal Employment (SF-171)*, a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You **must** also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: *Your country of citizenship. *Your social security number. *Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). *Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. *If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. *The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

You may submit your application via e-mail to <mailto:lcodario@nsf.gov> or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20060092. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only.

ALL RESUMES MUST BE RECEIVED BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

For additional information call Lisa Codario, at (703) 292-4351. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

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FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER